STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
FEBRUARY 23, 2000

ATTENDEES:

Bill Perkins, Chair	Steve Adams	Mike Backer
Dennis Bax	Rich Beckwith	Tony Bedford
Mike Benzen	James Brockman	Christy Clark
Carolyn Cook	Rodney Distler	Jeff Falter
Jan Grecian	Russell Helm	Gina Hodge
Todd Mayfield	Carl L. Medley, II	Lyndon Mote
Paul Peterson	Rex Peterson	Steven Phillips
Cindy Renick	Tom Robbins	Jim Roggero
Frank Schonhardt	Dave Schulte	Jim Schutt
Larry Seneker	Don Slinkard	Mike Wankum
Gail Wekenborg	Tony Wening	Gerry Wethington
Paul Wright		

Bill Perkins opened the meeting at 8:30 a.m.

PRESENTATION:

1.   Visual Basic Presentation (Rich Beckwith)

Rich Beckwith gave a presentation on Visual Basic and the Visual Basic User Group. Visual Basic is defined as the family of technologies using core elements of the visual basic syntax and object model for application development. The scripting language is used for client and server side web page development and Microsoft Outlook. Visual Basic for Application (VBA) is the core automation language for end-user applications such as Microsoft Word, Access, Excel and PowerPoint. Other companies are now beginning to license VBA for their applications. The User Group has its own web page with information on their group and Visual Basic. The address for this page is www.ozarks.state.mo.us/vbug/.

ACTION ITEMS

1.   Approval of the January 26, 2000, Information Technology Advisory Board Meeting Minutes

Bill asked if there were any additions, deletions or changes to the minutes of the last meeting; there were none. The meeting minutes from January 26, 2000, were approved as written.

GENERAL BUSINESS

1.   CIO Update

Mike Benzen inquired on the status of the changes recommended by the Bobby program as presented by Diane Golden of Assistive Technology. The agencies reported that changes were being implemented based on the report. Congress passed Bill Number 508 which requires that technology be made available to all individuals with disabilities. This will mainly affect education. A coalition has been formed to review the requirements of the bill. The current requirements are for the federal government, but may be changed to include the states. This would affect products purchased by state agencies. In the initial phase, products that meet the standards set by this bill would be given a preference. Once the majority of products meet the criteria, those standards would become a requirement. Diane Golden is scheduled to conduct another run of the Bobby program in April. The results will be provided at the April ITAB meeting. Mike encouraged the agencies to be prepared.

Mike noted that a team was formed to assist the Department of Corrections in developing a new IT plan. This team consisted of Bill Perkins, Gerry Wethington and Tom Stokes. This group made some recommendations, which were approved by the Budget Office. As a part of the plan, Larry Seneker will be assisting Dave Schulte at Corrections in implementing the plan.

Mike also stated that a drive will be evident to develop continuity plans for each department. He asked that each department ensure they have both contingency and continuity plans for possible disasters, to ensure that business could be continued. He plans to have Debbie Wells working this project. She will be discussing this with everyone over the next 90 days.

The foundation for the necessary legislation for enabling E-Government is being worked. Some issues relating to this topic must still be addressed. This is still a possibility for this year.

CA has purchased Sterling Software. Gerry Wethington was appointed to track the CA purchase of Sterling. Gerry stated they still plan to keep the principal product elements, however there will be several corporate staff changes. Several issues have not been decided. Gerry will report any information received to the group.

> ACTION REQUIRED: Gerry Wethington will track the CA purchase of Sterling Software.

2.   IT Performance Measures Update

Jim Roggero reported that the committee's last meeting was cancelled. The group has worked with the META group and software needs are being identified.

3.   Project Management Update

This item was deferred to the next meeting. Bill stated that the next Project Management class is being planned to begin around mid-May.

4.   SAM II Update

Jim Schutt stated the new schedule for implementation of Phase II was announced at the Steering Committee meeting earlier this month. Agencies will be implemented in November, February and April. Training the necessary staff is currently an issue.

As approved at the last meeting, four weeks notice was given for the new release scheduled for this week. It was agreed to keep this type of a committee on warehousing. It was also stated that Betty had requested a replacement to assume leadership over this committee. This will be discussed again at the next meeting.

> ACTION REQUIRED: Bill will talk to Betty about continuing the warehousing committee and considering a replacement chair.

5.   Data Warehousing/Reports Committee Update

The last committee meeting was cancelled. SAM II training sessions were held on February 7th, with 266 in attendance. The next meeting is scheduled for March 8th at 1:00 in Room 492.

6.   Architectural Standards Update

Larry Seneker stated that this committee will be sending a survey within the next couple weeks for an inventory of state trends on equipment/software and principles/policies.

7.   Prime Vendor Update

Carl Medley state that the current feedback he has received has been good. He requested the agencies to notify him if any problem issues occurred. A vendor fair is being scheduled for mid-April. A concept conference is being scheduled for late March or early April.

8.   Computer Leasing Contract Update

There was no new information to report on this item.

9.   Internet/MOREnet Update

Tony Wening reported that they are continuing to bring up the new server and move from the old server to the new.

10.   Internet Support and Service Update

Christy Clark stated that they were working with Revenue on E-Government. They will be contacting the agencies on to determine their specific needs.

11.   Statewide Purchasing Update

Larry Seneker stated that the data processing consulting services bid was awarded. The use of primary and secondary contractors provides convenience for the agency. More flexibility is provided in that rates may be set on an hourly basis or at a flat rate for the entire project. The Sterling contract is currently being held back until more information is provided on the CA purchase.

12.   Personnel Committee Update

Jan Grecian stated that the Classifications Committee had met. Their survey on the new IT classifications is due today. The list of IT interns and future graduates are being sent out. It was recommended that the Telecommunication Technician and GIS positions be reviewed.

13.   E-Government Committee Update

Bill Perkins stated this committee continues to meet and educate themselves on E-Government. Presentations are currently scheduled through July. A survey on E-Commerce transactions may be issued unless this area is covered in the survey done by the Architecture Committee.

14.   MOTEC Update

Tom Robbins reported that Dan Steidley had sent an email on chargebacks against technical FTE. The information was pulled from employee information system from June 1999. A response is needed by the end of February. A presentation is being planned for March. The new online registration system enables

MOTEC to do confirmations through email. He also stated that MOTEC is now MOUS (Microsoft Office User Specialist) certified.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned or active bids reported.

REVIEW OF ACTION ITEMS

1.   Bill will talk to Betty Rottmann about continuing the warehousing committee and considering a replacement chair.

2.   Gerry Wethington will track the CA purchase of Sterling Software.

OPEN DISCUSSION

1.   Paul Peterson stated that Oracle will be allowing the state to make purchases at a 15% discount. Agencies interested in coordinating their efforts to receive an additional discount should contact Paul Peterson or Jim Poole.

2.   Rex Peterson reported that the security group had held its initial meeting. They discussed policies and procedures, risk assessment, and marketing. Gail Morris will be the chair of the group; Rex Peterson will be the liaison. An official name for the group will be announced later.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **Wednesday, March 29, 2000**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

BP/cc